

MEMORANDUM

09/30/2011

TO: Bob Hoyt, Director, Department of Environmental Protection
David Dise, Director, Department of General Services
Jennifer Hughes, Director, Office of Management and Budget
FROM: Chris Cihlar, CountyStat Manager
SUBJECT: Paper Reduction #3

The following items were identified for follow-up during the 9/30/2011 CountyStat meeting:

DEP will focus efforts on the departments using paper over 750,000 sheets of paper to provide advice on modifying business practice to reduce paper usage.

Responsible parties: DEP
Other parties involved: CountyStat
Deadline: 1/30/2012

Look to include information on CIP funded projects expenditures for Print and Mail account codes.

Responsible parties: OMB
Other parties involved: CountyStat
Deadline: 1/30/2012

Ask Office Depot for toner and ink purchases by department to discover a baseline for usage.

Responsible parties: DGS
Other parties involved: CountyStat
Deadline: 1/30/2012

cc: Timothy Firestine, Chief Administrative Officer
Fariba Kassiri, Assistant Chief Administrative Officer